

## Policy Review Process Flow

1. The Policy owner (a vice president, vice provost or similar level) notifies the UPC of a proposed new policy or substantive policy change by submitting it through the UPC email box, [policycommittee@unlv.edu](mailto:policycommittee@unlv.edu). The item will be placed on the UPC agenda and the policy owner will be invited to attend to answer questions.
2. The proposed policy is reviewed by UPC to determine if it meets criteria (a) through (f) below, and then acts:
  - a. Does it require the President's signature?
  - b. Is it a policy, not guidelines or procedures?
  - c. Have the appropriate stakeholders been consulted?
  - d. Has it been reviewed by general counsel?
  - e. Does it conflict with existing policies?
  - f. Designated editor checks history, content, organization.
3. If no changes are needed, the policy moves to the 30 day posting period. The policy will be posted at <http://provost.unlv.edu/committees/policy/>. If changes are needed, the policy owner will be asked to consider the changes. If the changes are substantive and/or require additional review by the Office of General Counsel, the policy owner will complete that step and the original and red lined documents are transmitted, after approval of both the policy owner and general counsel, to co-chairs of UPC.
4. UPC reviews policy and acts on the revisions.
5. Revised policy is posted on UPC website for 30 days for university community comment. Comments come through UPC website mailbox.
  - a. Availability of policy is communicated through:
    - i. UNLV Today,
    - ii. UNLV Official, if the policy applies to the entire University,
    - iii. RAVE (student email system) if appropriate,
    - iv. UPC may direct policy owner to communicate to specific stakeholders.
6. When 30-day review period ends, comments are compiled and sent to policy owner.
  - a. Policy owner makes or does not make changes, indicating changes and comments on a red lined document.
  - b. Policy owner resubmits revised policy to UPC with list of comments and changes or reasons for not making changes.
  - c. UPC reviews policy and acts to send revised policy to either General Counsel or to President's office.
    - i. Either co-chair may submit specific legal issues in writing to the Office of General Counsel with copies to co-chair and policy owner.
    - ii. If the revised policy is sent to the General Counsel, the Office of General Counsel reviews and if necessary, works with policy owner on changes to produce final draft.
      1. Original and red lined documents are preserved and transmitted to UPC co-chairs
      2. Policy owner or Office of General Counsel will transmit to the committee the final document(s) via the email box
7. The UPC reviews final draft and, upon approval, submits policy and recommendation to President for action.
8. Policy is signed by Policy Owner and then by the President, at which point it has been put into effect. Campus community is notified of policy adoption. Policy owner establishes procedures and implements the policy.